

Dakota County Technical College

ADTC 1130: MS Word I

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 1

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the basics of the use of Microsoft Word for document preparation, editing, formatting, spell-checking and printing. A typing speed of 25 wpm is recommended.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Comparing and merging documents
2. Creating and printing envelopes and labels
3. Creating basic tables, using templates and wizards
4. Creating, editing and formatting documents
5. Using Proofing Tools, previewing and printing documents
6. Working with columns, pictures, diagrams and charts

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted